

**B-3 Attendance Notice****District of Columbia Public Schools**

Date: _____

Dear _____:

This letter is being sent to you because of the growing concern about the school attendance of your child _____. As of this date, your child has been absent a total of _____ days this month. The District of Columbia Compulsory School Attendance Law (CSAL) requires minors who become five (5) years of age by September 30 in a given school year up to the age of 18 to be enrolled in school and attending regularly. Your cooperation is appreciated.

Please contact me at (202) _____ to schedule an attendance conference.

Your cooperation is appreciated.

Sincerely,

Name_____
Title